



**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AUDIT EXAMINATION OF THE
MONROE COUNTY CLERK**

Calendar Year 2000

**EDWARD B. HATCHETT, JR.
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EXECUTIVE SUMMARY
AUDIT EXAMINATION OF THE
MONROE COUNTY CLERK

Calendar Year 2000

The Auditor of Public Accounts has completed the Monroe County Clerk audit for calendar year ended December 31, 2000. We have issued an unqualified opinion on the financial statement taken as a whole. Based upon the audit work performed, the financial statement is presented fairly in all material respects.

Financial Condition:

Monroe County Clerk paid the Monroe County Fiscal Court \$34,988 in excess fees for calendar year 2000.

Debt Obligations:

None.

Report Comments:

None.

Deposits:

The county clerk's deposits were insured and collateralized by bank securities or bonds.

Subsequent Event:

None.

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EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky

Honorable Paul E. Patton, Governor

T. Kevin Flanery, Secretary

Finance and Administration Cabinet

Dana Mayton, Secretary, Revenue Cabinet

Honorable Russell Young, Monroe County Judge/Executive

Honorable Teresa Sheffield, Monroe County Clerk

Members of the Monroe County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of receipts, disbursements, and excess fees of the County Clerk of Monroe County, Kentucky, for the year ended December 31, 2000. This financial statement is the responsibility of the County Clerk. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Clerk's office prepares the financial statement on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than generally accepted accounting principles. Accordingly, the accompanying financial statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

In our opinion, the accompanying financial statement referred to above presents fairly, in all material respects, the Monroe County Clerk's receipts, disbursements, and excess fees of the County Clerk for the year ended December 31, 2000, in conformity with the basis of accounting described above.

To the People of Kentucky
Honorable Paul E. Patton, Governor
T. Kevin Flanery, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable Russell Young, Monroe County Judge/Executive
Honorable Teresa Sheffield, Monroe County Clerk
Members of the Monroe County Fiscal Court

In accordance with Government Auditing Standards, we have also issued our report dated July 3, 2001, on our consideration of the County Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Respectfully submitted,

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Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
July 3, 2001

MONROE COUNTY
TERESA SHEFFIELD, COUNTY CLERK
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES

Calendar Year 2000

Receipts

State Grants	\$	16,370
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State Fees For Services		5,167
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Fiscal Court		4,668
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Licenses and Taxes:

Motor Vehicle-

Licenses and Transfers	\$	266,939
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Child Victim		3
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Usage Tax		559,669
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Tangible Personal Property Tax		596,870
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Notary Fees		6,914
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Lien Release Fees		2,136
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Miscellaneous Income		400
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Licenses-

Fish and Game		6,131
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Marriage		3,279
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Occupational		285
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Going Out of Business		125
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Deed Transfer Tax		14,159
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Delinquent Tax		21,586
		1,478,496

Fees Collected for Services:

Recordings-

Bail Bonds	\$	987
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Chattel Mortgages and Financing Statements		33,142
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Deeds, Easements, and Contracts		7,473
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Fixture Filing		493
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Leases		884
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Liens and Lis Pendens		1,496
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Powers of Attorney		782
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Real Estate Mortgages		9,173
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Releases		4,751
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Wills and Estate Settlements		444
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All Other Recordings		2,422
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MONROE COUNTY
 TERESA SHEFFIELD, COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
 Calendar Year 2000
 (Continued)

Receipts (Continued)

Fees Collected for Services (Continued):

Charges for Other Services-

Candidate Filing Fees	\$	680	
Copywork		3,438	
Postage		1,574	
Refunds		<u>2,019</u>	\$ 69,758

Other:

Miscellaneous Income			332
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Interest Earned		<u>2,434</u>	
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Gross Receipts			\$ 1,577,225
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Disbursements

Payments to State:

Motor Vehicle-

Licenses and Transfers	\$	206,597	
Usage Tax		542,878	
Tangible Personal Property Tax		206,212	
Licenses-			
Fish and Game		4,837	
Delinquent Tax		2,989	
Legal Process Tax		10,071	
Candidate Filing Fees		<u>60</u>	\$ 973,644

Payments to Fiscal Court:

Tangible Personal Property Tax	\$	41,348	
Delinquent Tax		2,135	
Deed Transfer Tax		13,451	
Occupational Licenses		<u>260</u>	57,194

Payments to Other Districts:

Tangible Personal Property Tax	\$	325,429	
Delinquent Tax		<u>10,647</u>	336,076

Payments to Sheriff			589
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MONROE COUNTY
 TERESA SHEFFIELD, COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
 Calendar Year 2000
 (Continued)

Disbursements (Continued)

Payments to County Attorney	\$	3,223	
Operating Disbursements and Capital Outlay:			
Personnel Services-			
Deputies Salaries	\$	82,929	
Contracted Services-			
Microfilming and Indexing Records		16,605	
Printing and Binding		1,920	
Materials and Supplies-			
Office Supplies		35	
Other Charges-			
Bank Service Charges		40	
Dues and Memberships		1,205	
Postage		3,044	
Refunds		2,274	
Travel Expense		1,983	110,035
Total Disbursements			<u>\$ 1,480,761</u>
Net Receipts			\$ 96,464
Less: Statutory Maximum			<u>56,482</u>
Excess Fees			\$ 39,982
Less: Expense Allowance	\$	3,600	
Training Allowance		<u>1,394</u>	<u>4,994</u>
Excess Fees Due County for Calendar Year 2000			\$ 34,988
Payments to County Treasurer - March 21, 2001			<u>34,988</u>
Balance Due at Completion of Audit			<u><u>\$ 0</u></u>

The accompanying notes are an integral part of the financial statement.

MONROE COUNTY
NOTES TO FINANCIAL STATEMENT

December 31, 2000

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

The financial statement has been prepared on a modified cash basis of accounting which is a comprehensive basis of accounting other than generally accepted accounting principles. Under this basis of accounting, certain receipts and certain expenditures are recognized as a result of accrual at December 31, 2000.

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Clerk's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

MONROE COUNTY
NOTES TO FINANCIAL STATEMENT
December 31, 2000
(Continued)

Note 2. Deposits

The County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 64.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the County Clerk and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met, and as of December 31, 2000, the County Clerk's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the County Clerk's agent in the County Clerk's name, or provided surety bond which named the County Clerk as beneficiary/obligee on the bond.

Note 3. Grant

The County Clerk received a local records microfilming grant from the Kentucky Department for Libraries and Archives during calendar year 1999 in the amount of \$16,250. The balance as of December 31, 1999 was \$16,370. During calendar year 2000, interest earned totaled \$109. All funds totaling \$16,479 were expended during calendar year 2000. The unexpended grant balance was \$0 as of December 31, 2000.

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REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



EDWARD B. HATCHETT, JR.
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Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the Monroe County Clerk for the year ended December 31, 2000, and have issued our report thereon dated July 3, 2001. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Monroe County Clerk's financial statement for the year ended December 31, 2000, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Monroe County Clerk's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified party.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a stylized flourish at the end.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
July 3, 2001

